



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

MEMORANDUM

To: Vermont Superintendents of Schools

CC: Jeff Francis, Vermont Superintendents Association

From: Armando Vilaseca, Commissioner

Re: Reports of alleged unprofessional conduct or incompetence

Date: July 6, 2009

I have recently come upon several incidents of educator and/or administrator conduct that may result in findings of unprofessional conduct, or incompetence, pursuant to Chapter 51 of Title 16, are being reported to the Vermont Department of Education (DOE), without having been reported by a superintendent.

Please be aware, that, pursuant to 16 V.S.A. § 1699, a superintendent “who has reasonable cause to believe a licensee has engaged in unprofessional conduct or is incompetent shall, submit a written report to the commissioner concerning allegations of unprofessional conduct, or incompetence about a licensee.”

Based on what I have learned through the efforts of our licensing office, and investigators, it appears that superintendents, in some cases, may not understand this requirement and therefore are failing to meet their statutory obligation as mandated reporters in the context of allegations of unprofessional conduct, or incompetence.

This memo is intended to serve as a reminder that if you have reasonable cause to believe a licensee has engaged in unprofessional conduct or is incompetent, you must submit a written report to the commissioner.

Failure to do so, on your part, could result in an action against your license.

Thank you for your attention to this very important issue.